

**Topic Overview**

This job aid provides an overview of navigation and functionality in the Cardinal Learning to support training deployment for agencies and localities. We recommend you utilize a current version of the Chrome browser when accessing Cardinal Learning. If you have any technical questions or issues, email VITA Customer Care Center at [vccc@vita.virginia.gov](mailto:vccc@vita.virginia.gov) with “**Cardinal Learning**” in the subject line. If you have general questions about training, please contact your agency’s [Primary Contact or Training Contact](#).

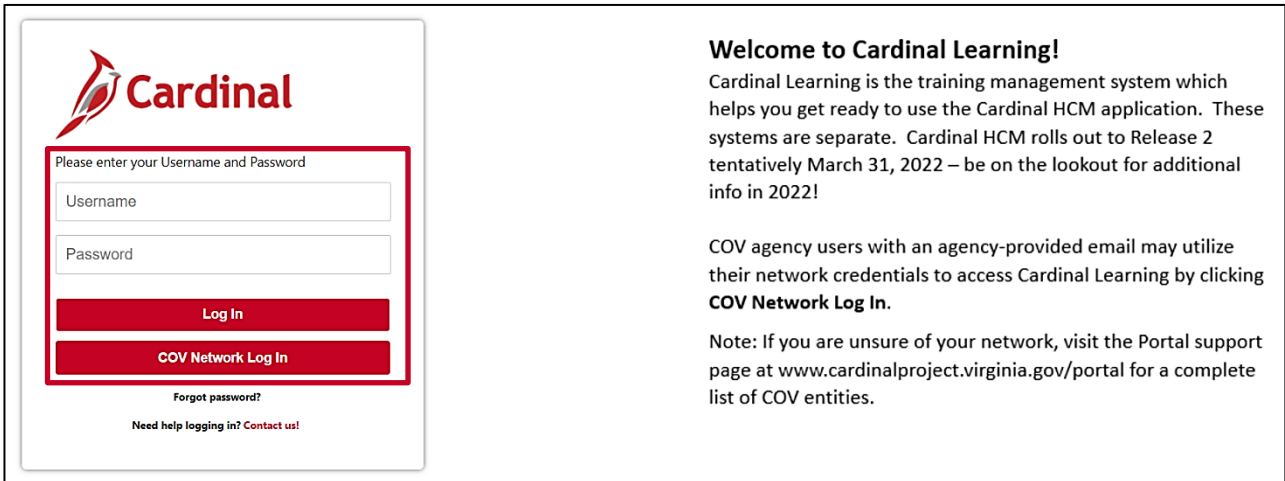
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### Accessing Cardinal Learning

1. Users access the Cardinal Learning application with the following link: [Cardinal Learning](#).

The **Cardinal Learning Login** page displays.



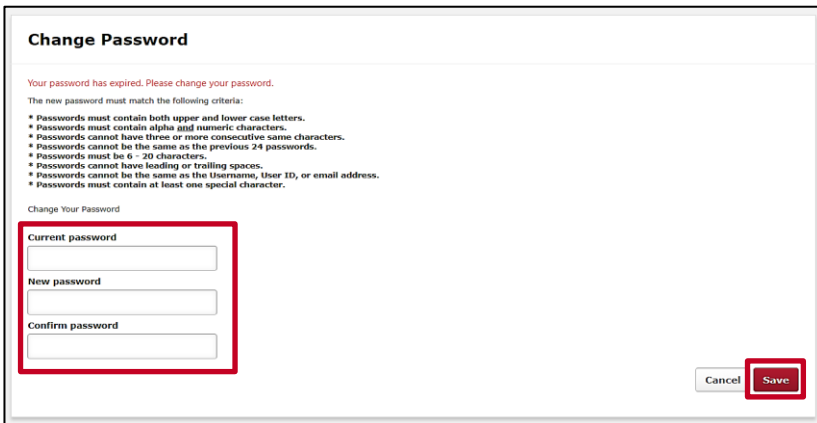
The screenshot shows the Cardinal Learning login interface. On the left, there is a login form with the Cardinal logo at the top. Below the logo, it says "Please enter your Username and Password". There are two input fields: "Username" and "Password". Below these fields are two buttons: "Log In" and "COV Network Log In". At the bottom of the form, there are links for "Forgot password?" and "Need help logging in? Contact us!". On the right side of the login form, there is a "Welcome to Cardinal Learning!" message. It states that Cardinal Learning is the training management system which helps you get ready to use the Cardinal HCM application. It mentions that these systems are separate and that Cardinal HCM rolls out to Release 2 tentatively March 31, 2022. It also notes that COV agency users with an agency-provided email may utilize their network credentials to access Cardinal Learning by clicking "COV Network Log In". A note at the bottom right says: "Note: If you are unsure of your network, visit the Portal support page at [www.cardinalproject.virginia.gov/portal](http://www.cardinalproject.virginia.gov/portal) for a complete list of COV entities."

Enter the credentials provided via email in the **Log In** fields. COV agency users can opt to use the single sign-on feature by clicking **COV Network Log In** button and entering your network credentials. If you are unsure of your network, visit the Portal Support page at [www.cardinalproject.virginia.gov/portal](http://www.cardinalproject.virginia.gov/portal) for a complete list of COV entities.

### Logging in with Cardinal Learning Credentials

All users, regardless of agency network affiliation, can log in using the credential information provided in the Welcome to Cardinal Learning email.

1. To login with the email-provided Cardinal Learning credentials, input the username and temporary password provided in your "Welcome to Cardinal Learning" email
  - a. **Username** is the user email address.
  - b. **Password** use the password provided in the email communication. First-time users are required to change their password.
2. Click the **Log In** button. The **Change Password** page displays.



**Change Password**

Your password has expired. Please change your password.

The new password must match the following criteria:

- \* Passwords must contain both upper and lower case letters.
- \* Passwords must contain alpha and numeric characters.
- \* Passwords cannot have three or more consecutive same characters.
- \* Passwords cannot be the same as the previous 24 passwords.
- \* Passwords must be 6 - 20 characters.
- \* Passwords cannot have leading or trailing spaces.
- \* Passwords cannot be the same as the Username, User ID, or email address.
- \* Passwords must contain at least one special character.

Change Your Password

Current password

New password

Confirm password

Cancel Save

3. Enter the password provided in the credentials email into the **Current Password** field.
4. Enter the new password into both the **New Password** field and the **Confirm Password** field. Follow the password requirements as listed on the page.

After successfully changing your password, first time users are redirected to the **Cardinal Learning Login** page.



**Cardinal**

Please enter your Username and Password

Username

Password

Log In

COV Network Log In

Forgot password?

Need help logging in? [Contact us!](#)

**Welcome to Cardinal Learning!**

Cardinal Learning is the training management system which helps you get ready to use the Cardinal HCM application. These systems are separate. Cardinal HCM rolls out to Release 2 tentatively March 31, 2022 – be on the lookout for additional info in 2022!

COV agency users with an agency-provided email may utilize their network credentials to access Cardinal Learning by clicking **COV Network Log In**.

Note: If you are unsure of your network, visit the Portal support page at [www.cardinalproject.virginia.gov/portal](http://www.cardinalproject.virginia.gov/portal) for a complete list of COV entities.

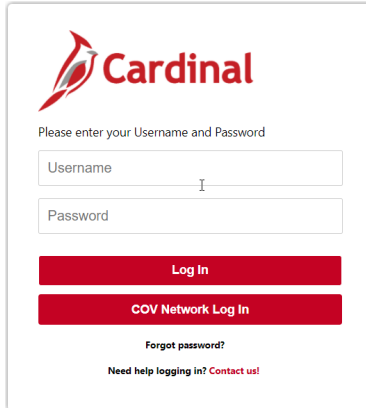
5. Enter your Username and new Password into the appropriate fields.
6. Click the **Log In** button.

Upon successful completion of login, you are directed the **Cardinal Learning Welcome** page.

**Logging in with COV Network Single Sign-On**

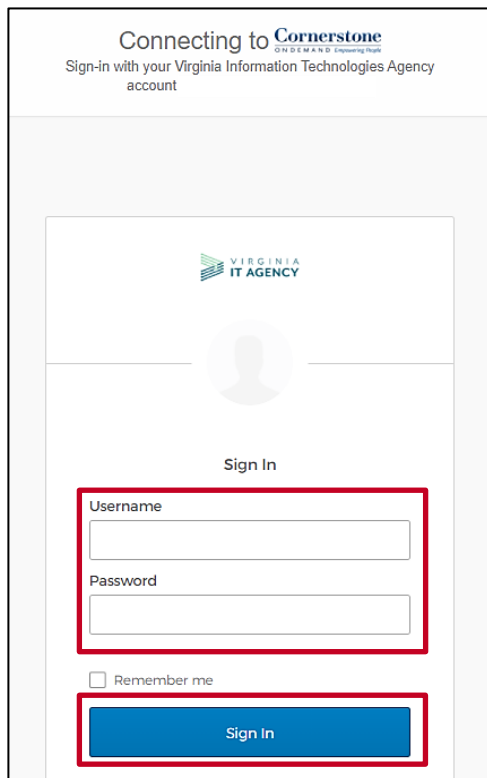
COV agency users may take advantage of the single sign-on feature by utilizing network credentials to log in.

1. Click COV Network Log In.



The login form features the Cardinal logo at the top. Below it, a prompt asks the user to enter their Username and Password. There are two input fields: 'Username' and 'Password'. Below these fields are two red buttons: 'Log In' and 'COV Network Log In'. At the bottom, there is a link for 'Forgot password?' and a link for 'Need help logging in? Contact us!'.

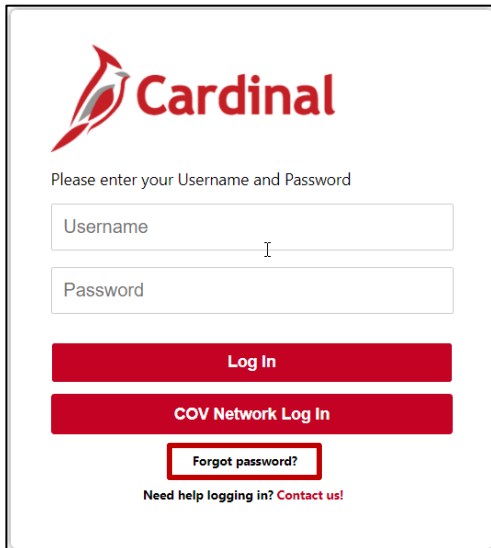
2. If you are on your agency's network you will be directly logged into Cardinal Learning after clicking the COV Network Log In button. If you are not actively on your agency's network you will be prompted to complete the OKTA multi-factor authentication. Input your agency credential information and complete the required second authentication.



The login form is titled 'Connecting to Cornerstone' and 'Sign-in with your Virginia Information Technologies Agency account'. It features the Virginia IT Agency logo. Below the logo is a 'Sign In' section with two input fields: 'Username' and 'Password'. Below these fields is a checkbox labeled 'Remember me'. At the bottom is a blue 'Sign In' button. The entire form is enclosed in a red border.

**Reset Cardinal Learning Password**

If you have forgotten your Cardinal Learning password, you can utilize the **Forgot password?** link on the login page. This link will send a reset password email to your email address associated with Cardinal Learning, **this email can take up to 15 minutes to appear**. Follow the instructions in the email to reset your password.



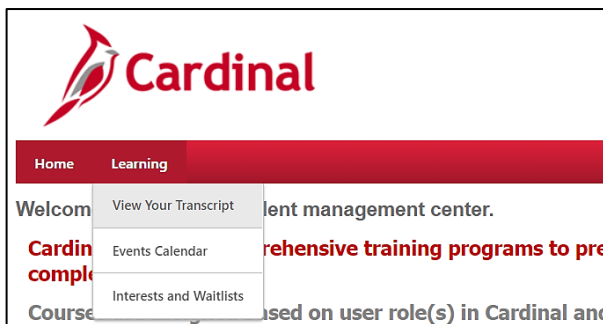
The screenshot shows the Cardinal Learning login interface. At the top left is the Cardinal logo. Below it, the text "Please enter your Username and Password" is displayed. There are two input fields: "Username" and "Password". Below the input fields are three buttons: "Log In", "COV Network Log In", and "Forgot password?". The "Forgot password?" button is highlighted with a red border. At the bottom, there is a link that says "Need help logging in? [Contact us!](#)".

## Cardinal Learning Welcome Page and Basic Navigation

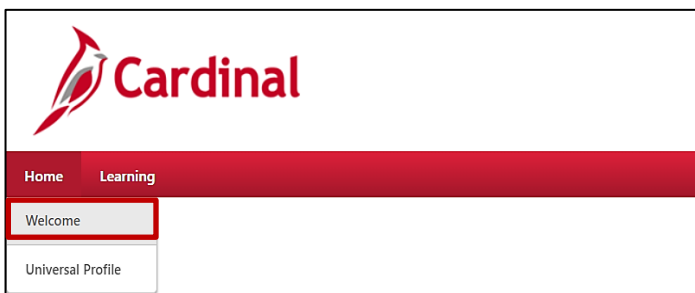
The **Cardinal Learning Welcome** page is the main hub for your learning experience. You can register, withdraw, and launch training directly from this page using the widgets or header bar. The following section outlines basic navigation within the Cardinal Learning application. Topics include using the Menu bar and widgets.

### Cardinal Learning Menu Bar

At the top of the page, the header is displayed. The menu bar is available on all pages throughout Cardinal Learning. The available functionality is grouped by tabs. Place your cursor over a tab to view the options within the tab.



Return to the **Cardinal Learning Welcome** page anytime by navigating to the top-right of your screen, clicking on **Home** in the menu bar, and selecting **Welcome** from the drop-down menu.



Log out of Cardinal Learning by hovering over the **Gear** icon in the top-right corner of the screen, and clicking **Log Out** to end your session.



## Cardinal Learning Widgets

Widgets are small components of the **Cardinal Learning Welcome** page that display important information for a user or can be used to quickly access various features of Cardinal Learning.

### My Training

The **My Training** widget provides an overview of the user's training information and assigned curriculum. Click on the **My Training** widget to see the user's transcript in Cardinal Learning.

My Training			
	Due Date	Status	Action
HR, TA	None	In Progress	<a href="#">Open Curriculum</a>

### Upcoming Sessions

Displays all upcoming, registered Instructor-Led Training (ILT) courses for the user. Session titles are quick links to additional information for the course.

Upcoming Sessions	
	Status
<a href="#">HR351 - Employee Data Setup and Maintenance (Starts 8/2/2021)</a>	Registered

### Web-Based Training

Displays assigned Web-Based Training (WBT) course that is ready to launch or in progress.

Web-Based Training	
	Action
<a href="#">INTRO102 Overview of Cardinal Human Capital Management (HCM)</a>	<a href="#">Launch</a>

### My Waitlist Tracking

Displays and tracks status of any waitlisted sessions.

My Waitlist Tracking	
	Status
<a href="#">TA372 - Time &amp; Attendance Administration - (Starts: 7/26/2021)</a> Location: Virginia Start Time: 8:00 AM EST	Waitlisted
You have indicated interest in 1 event(s).	

## Cardinal Learning Curriculum

Your Cardinal Learning Curriculum is a set of assigned training courses. Your curriculum can be accessed in the **My Training** widget. These courses have been assigned based upon the way you will use Cardinal HCM, as determined by your agency's Cardinal Change Network members. If you have any questions about your assigned training, please speak with your Training Contact/Primary Contact for further clarification.

1. Identify assigned curriculum located in the **My Training** widget on the **Cardinal Learning Welcome** page.

My Training			
	Due Date	Status	Action
HR, TA	None	In Progress	<a href="#">Open Curriculum</a>

2. To view the training courses assigned in your curriculum, select **Open Curriculum**.

My Training			
	Due Date	Status	Action
HR, TA	None	In Progress	<a href="#">Open Curriculum</a>

The curriculum will open and an overview of assigned training and progress status is displayed. The curriculum contains multiple sections, **Web-Based Training (WBT)**, and **Functional area** sections that contain the Virtual/In-Person Instructor-Led Training (ILT). Each section contains assigned training courses. To view your assigned training click the appropriate section you wish to open.

0%

CURRICULUM PROGRESS

HR, TA

☐ WEB-BASED TRAINING (WBT)
 ☐ HUMAN RESOURCES TRAINING
 ☐ TIME & ATTENDANCE TRAINING

HR, TA

Options

Web-based Training (WBT)

0%

Completed : 0 Min Required : 3 Total Items : 3

View Details

Human Resources Training

0%

Completed : 0 Min Required : 1 Total Items : 1

View Details

Time & Attendance Training

0%

Completed : 0 Min Required : 1 Total Items : 1

View Details



## Register for Instructor-Led Sessions

There are two formats for select Instructor-Led sessions: Virtual (VILT) and In-Person Instructor-Led Training. Registering for both formats follows the same process.

1. Identify assigned courses by navigating to your curriculum. Navigate to the **My Training** widget and select **Open Curriculum**.

My Training			
	Due Date	Status	Action
HR, TA	None	In Progress	<a href="#">Open Curriculum</a>

2. The curriculum will open in a new page, navigate to each **Functional area (Human Resources, Benefits Administration, Time & Attendance, and Payroll) Training** section assigned and click **Select Session** next to the training course for which you are registering.

0%

CURRICULUM PROGRESS

HR, TA

☐ WEB-BASED TRAINING (WBT)

☒ HUMAN RESOURCES TRAINING


☐ TIME & ATTENDANCE TRAINING

HR, TA

Options ▾

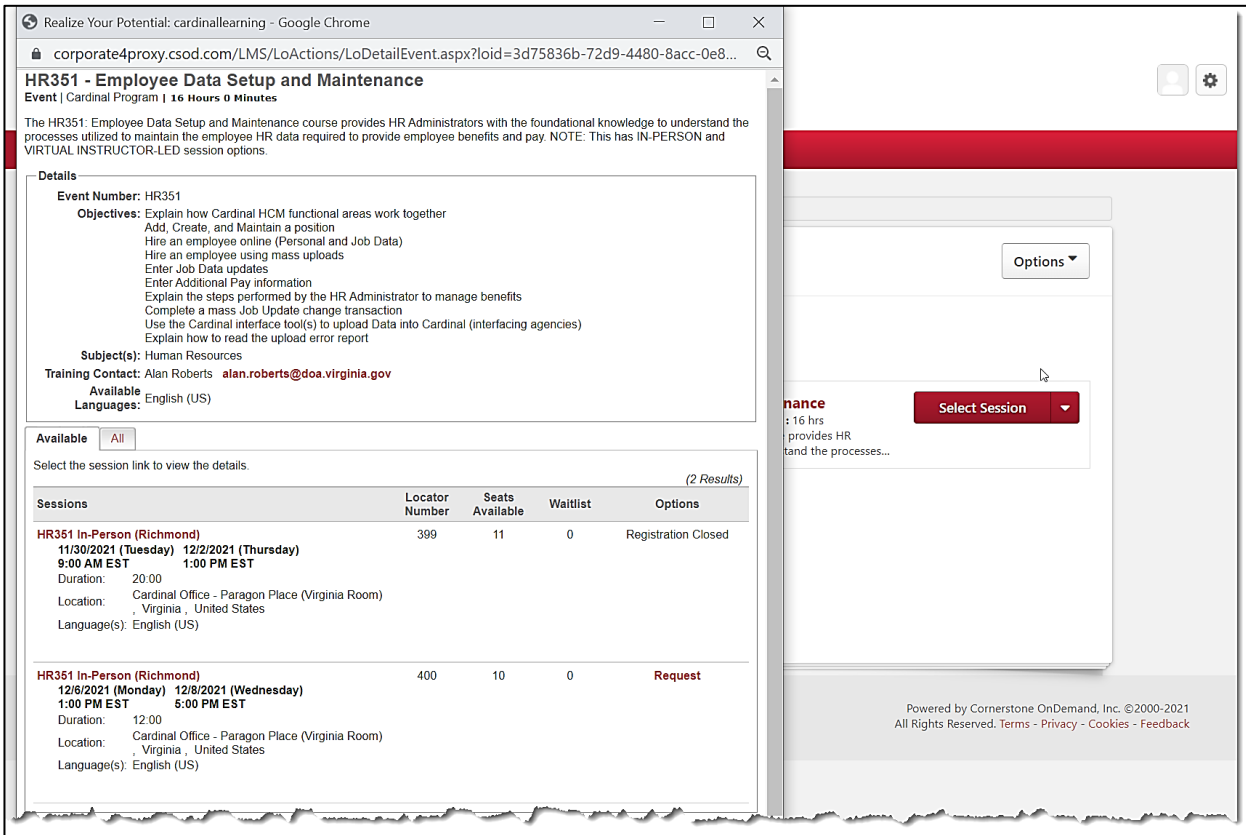
0%

**Human Resources Training**  
 Completed : 0   Min Required : 1   Total Items : 1


**HR351 - Employee Data Setup and Maintenance**  
 Status : Approved   Due : No Due Date   Training Hours : 16 hrs  
 The HR351: Employee Data Setup and Maintenance course provides HR Administrators with the foundational knowledge to understand the processes...

[Select Session ▾](#)

- A new window will open and display all available sessions offered for the Instructor-Led Training.



**HR351 - Employee Data Setup and Maintenance**  
Event | Cardinal Program | 16 Hours 0 Minutes

The HR351: Employee Data Setup and Maintenance course provides HR Administrators with the foundational knowledge to understand the processes utilized to maintain the employee HR data required to provide employee benefits and pay. NOTE: This has IN-PERSON and VIRTUAL INSTRUCTOR-LED session options.

**Details**

**Event Number:** HR351

**Objectives:** Explain how Cardinal HCM functional areas work together  
Add, Create, and Maintain a position  
Hire an employee online (Personal and Job Data)  
Hire an employee using mass uploads  
Enter Job Data updates  
Enter Additional Pay information  
Explain the steps performed by the HR Administrator to manage benefits  
Complete a mass Job Update change transaction  
Use the Cardinal interface tool(s) to upload Data into Cardinal (interfacing agencies)  
Explain how to read the upload error report

**Subject(s):** Human Resources

**Training Contact:** Alan Roberts [alan.roberts@doa.virginia.gov](mailto:alan.roberts@doa.virginia.gov)

**Available Languages:** English (US)

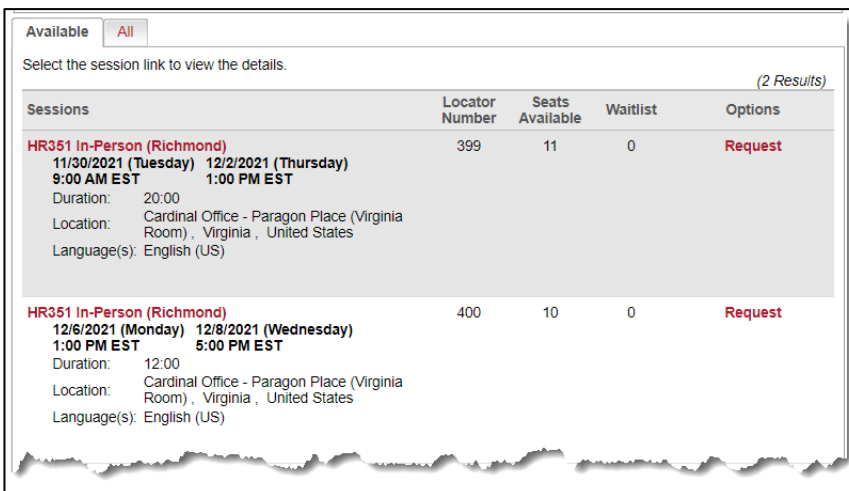
**Available** **All**

Select the session link to view the details. (2 Results)

Sessions	Locator Number	Seats Available	Waitlist	Options
<b>HR351 In-Person (Richmond)</b> 11/30/2021 (Tuesday) 12/2/2021 (Thursday) 9:00 AM EST 1:00 PM EST Duration: 20:00 Location: Cardinal Office - Paragon Place (Virginia Room) Language(s): English (US)	399	11	0	Registration Closed
<b>HR351 In-Person (Richmond)</b> 12/6/2021 (Monday) 12/8/2021 (Wednesday) 1:00 PM EST 5:00 PM EST Duration: 12:00 Location: Cardinal Office - Paragon Place (Virginia Room) Language(s): English (US)	400	10	0	<b>Request</b>

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- The session offering information will display the Start and End Date/Time, Seats Available, Location, and if the session is Virtual (VILT) or In-Person.



**Available** **All**

Select the session link to view the details. (2 Results)

Sessions	Locator Number	Seats Available	Waitlist	Options
<b>HR351 In-Person (Richmond)</b> 11/30/2021 (Tuesday) 12/2/2021 (Thursday) 9:00 AM EST 1:00 PM EST Duration: 20:00 Location: Cardinal Office - Paragon Place (Virginia Room) Language(s): English (US)	399	11	0	<b>Request</b>
<b>HR351 In-Person (Richmond)</b> 12/6/2021 (Monday) 12/8/2021 (Wednesday) 1:00 PM EST 5:00 PM EST Duration: 12:00 Location: Cardinal Office - Paragon Place (Virginia Room) Language(s): English (US)	400	10	0	<b>Request</b>

## Accessing and Navigating Cardinal Learning

- Scroll through the list of available sessions and find your preferred date and time. If seats are available, click **Request**.

Available **All**

Select the session link to view the details.

(2 Results)

Sessions	Locator Number	Seats Available	Waitlist	Options
<b>HR351 In-Person (Richmond)</b> 11/30/2021 (Tuesday) 12/2/2021 (Thursday) 9:00 AM EST 1:00 PM EST Duration: 20:00 Location: Cardinal Office - Paragon Place (Virginia Room) , Virginia , United States Language(s): English (US)	399	11	0	<b>Request</b>
<b>HR351 In-Person (Richmond)</b> 12/6/2021 (Monday) 12/8/2021 (Wednesday) 1:00 PM EST 5:00 PM EST Duration: 12:00 Location: Cardinal Office - Paragon Place (Virginia Room) , Virginia , United States Language(s): English (US)	400	10	0	<b>Request</b>


- After selecting Request, you are automatically approved and registered for the session. The ILT course will now show a status of "Registered".

HR, TA

Options ▾

0%


**Human Resources Training**  
 Completed : 0 Min Required : 1 Total Items : 1



**HR351 - Employee Data Setup and Maintenance**  
 Status : Registered Due : No Due Date Duration : 12 hrs  
 The HR351: Employee Data Setup and Maintenance course provides HR Administrators with the foundational knowledge to understand the processes...

View Training D... ▾

- On the Cardinal Learning Welcome page, all registered Instructor-Led Training sessions appear in the **Upcoming Sessions** widget.

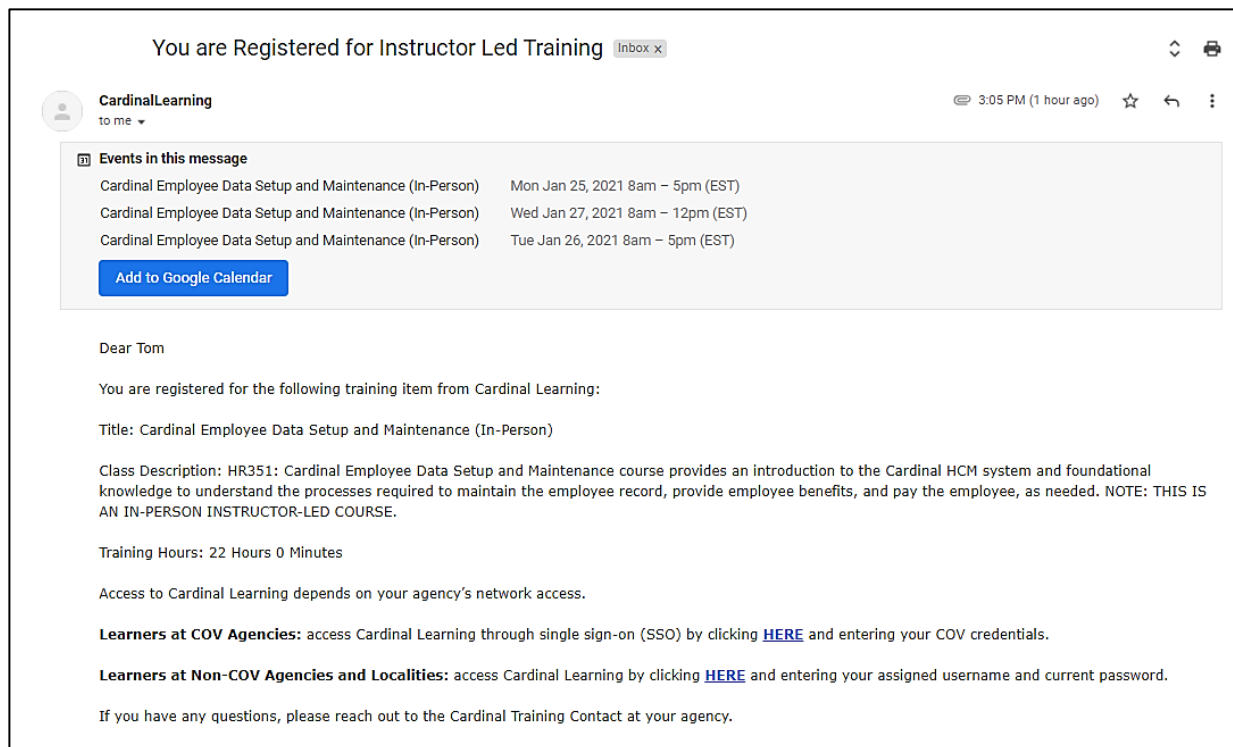

**Upcoming Sessions**

	Status
<b>HR351 - Employee Data Setup and Maintenance (Starts 12/6/2021)</b>	Registered

**Adding Instructor-Led Training Sessions to Your Calendar**

After registering for Instructor-Led Training sessions, you will receive an email confirmation of registration. Attachments are located within the email that allow you to add the training course to your calendar.

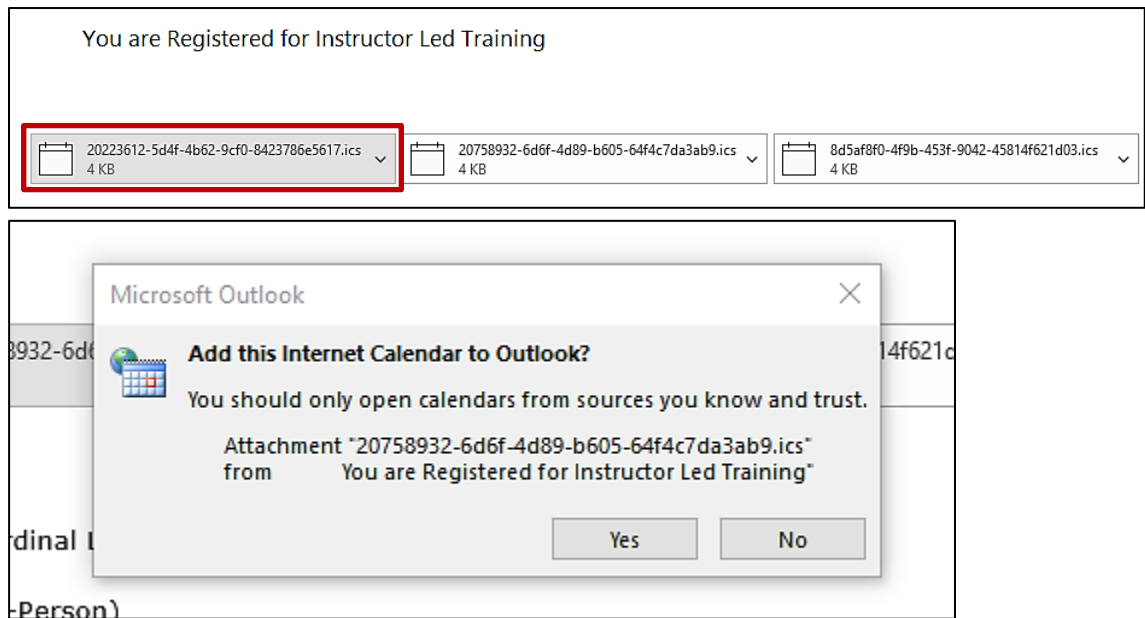
1. After registering for an Instructor-Led Training session, Virtual or In-Person, check your email for a confirmation message from Cardinal Learning.  
Note: An email will come from [CardinalLearning@doa.virginia.gov](mailto:CardinalLearning@doa.virginia.gov). Check your spam folder if you are unable to locate it in your inbox.



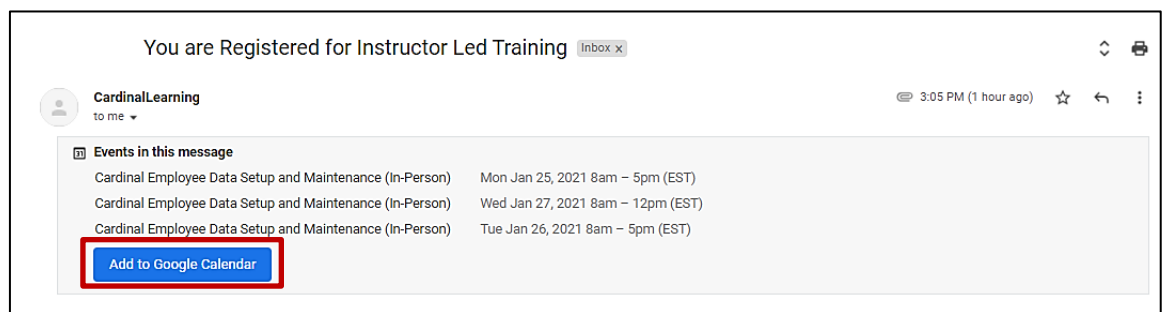
## Accessing and Navigating Cardinal Learning

2. The email includes attachments to allow you to add the training session to your calendar.
  - a. Outlook - iCal
    - i. Select the drop-down menu next to the file and you will be prompted to add the session to your Internet Calendar in Outlook.

Note: If you register in a multi-day course, you will need to add each file in the attachment to your calendar.



- b. Gmail-Google Calendar
  - i. Select Add to Google Calendar, the sessions will be added to your calendar.



If you are unable to add the training session to your online calendar, or you do not use an online calendar, please be sure to manually add the session to your calendar of choice.


Note: **You must attend and complete** all days of the training session to receive credit for the training course.

## Launching Virtual Instructor-Led Training (VILT)

VILTs are launched from the Cardinal Learning application and hosted through the Webex Training platform. VILT sessions can be launched from the Curriculum page or Upcoming Sessions widget.

To successfully join your VILT training session, log into Cardinal Learning **at least ten minutes prior** to session start time. It is recommended the most current version of the Chrome be used for accessing VILTs.

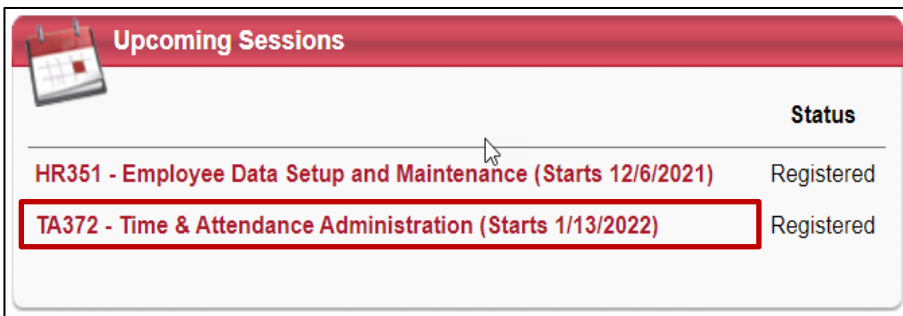
1. Log into Cardinal Learning and navigate to **Upcoming Sessions**.



The screenshot shows the 'Upcoming Sessions' widget. It has a red header with a calendar icon and the title 'Upcoming Sessions'. Below the header is a table with two columns: session titles and status. The first session is 'HR351 - Employee Data Setup and Maintenance (Starts 12/6/2021)' with a status of 'Registered'. The second session is 'TA372 - Time & Attendance Administration (Starts 1/13/2022)' with a status of 'Registered'. A mouse cursor is hovering over the first session title.

	Status
HR351 - Employee Data Setup and Maintenance (Starts 12/6/2021)	Registered
TA372 - Time & Attendance Administration (Starts 1/13/2022)	Registered

2. To launch the VILT session, select the session title you are attending.

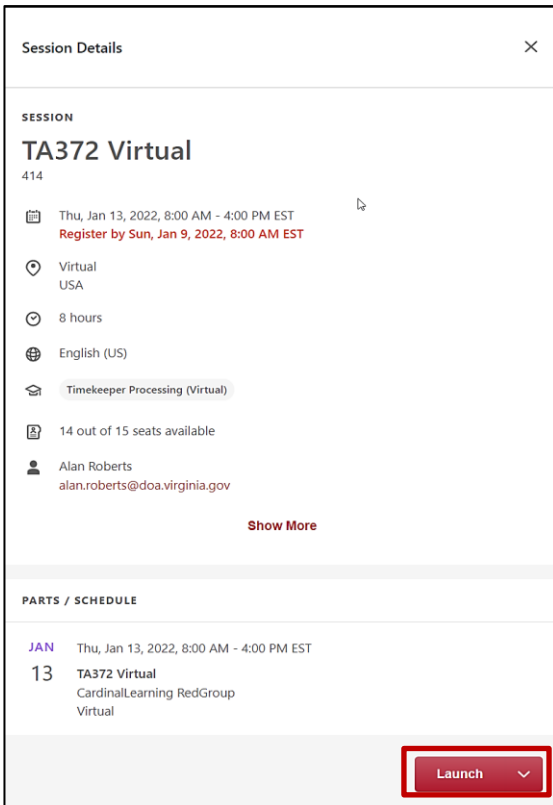


This screenshot is identical to the previous one, but with a red rectangular box highlighting the session title 'TA372 - Time & Attendance Administration (Starts 1/13/2022)' in the second row of the table. The mouse cursor is still hovering over the first session title.

	Status
HR351 - Employee Data Setup and Maintenance (Starts 12/6/2021)	Registered
TA372 - Time & Attendance Administration (Starts 1/13/2022)	Registered

## Accessing and Navigating Cardinal Learning

3. The event page will open and the session details will appear on the right-hand side of the screen. Click the **Launch** button at the bottom of this screen.



**Session Details**

**SESSION**

**TA372 Virtual**  
414

Thu, Jan 13, 2022, 8:00 AM - 4:00 PM EST  
**Register by Sun, Jan 9, 2022, 8:00 AM EST**

Virtual  
USA

8 hours

English (US)

Timekeeper Processing (Virtual)

14 out of 15 seats available

Alan Roberts  
alan.roberts@doa.virginia.gov

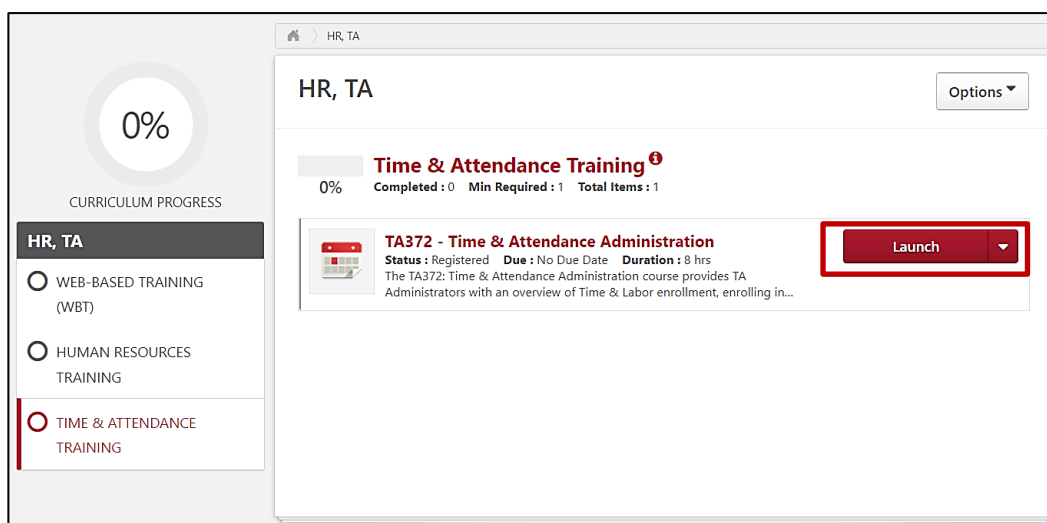
**Show More**

**PARTS / SCHEDULE**

**JAN** Thu, Jan 13, 2022, 8:00 AM - 4:00 PM EST  
**13** **TA372 Virtual**  
CardinalLearning RedGroup  
Virtual

**Launch**

- a. Alternatively, you can launch the session in the curriculum.



**0%**  
CURRICULUM PROGRESS

**HR, TA**

- ☐ WEB-BASED TRAINING (WBT)
- ☐ HUMAN RESOURCES TRAINING
- ☒ **TIME & ATTENDANCE TRAINING**

**HR, TA** Options

**Time & Attendance Training**  
0% Completed : 0 Min Required : 1 Total Items : 1

**TA372 - Time & Attendance Administration**  
Status : Registered Due : No Due Date Duration : 8 hrs  
The TA372: Time & Attendance Administration course provides TA Administrators with an overview of Time & Labor enrollment, enrolling in...

**Launch**

**Accessing and Navigating Cardinal Learning**

4. Cardinal Learning will automatically direct you to Webex Training. Due to pop-up blockers, your browser may not allow for an automatic launch. In this case, click **here** to open the training.

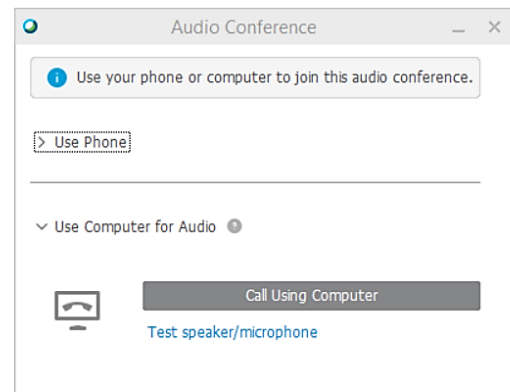
If the training doesn't load, click [here](#) to open it.

- a. If you have not used Webex on your computer, you may be prompted to download the Webex application. For more detailed information about downloading the Webex application, see the [Downloading Webex Application](#) section of this job aid.

Note: You **must download/install the Webex add-in**. Do not utilize the browser-only option, as certain features will not be available. If you are experiencing issues while launching a VILT session, email VITA Customer Care Center at [yccc@vita.virginia.gov](mailto:yccc@vita.virginia.gov) with “**Cardinal Learning**” in the subject line.

**Topic:** TA372 - Time & Attendance Administration

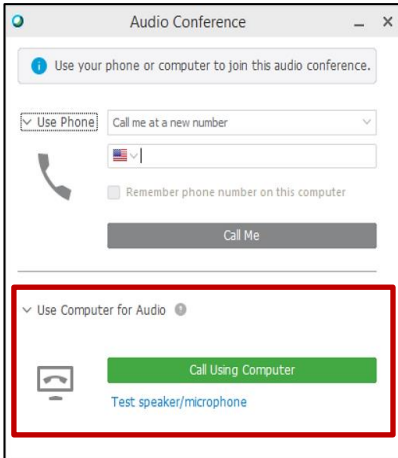
**Host:** CardinalLearning YellowGroup  
**Audio Conference:** US Toll +1-517-466-2023  
US Toll Free +1-866-692-4530  
[Show all global call-in numbers](#)  
**Access code:** 2438 077 5575  
**Attendee ID:** 192691  
**Training session number:** 2438 077 5575



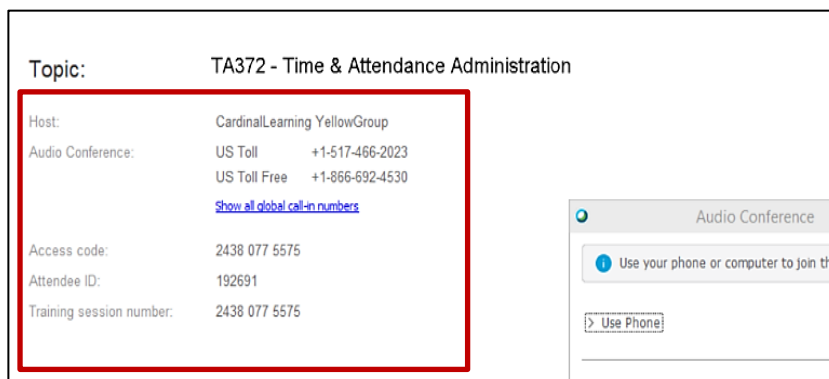


**Accessing and Navigating Cardinal Learning**

5. Once in Webex Training, join the session using your computer audio (preferred) by selecting **Call Using Computer**.



- a. If you are unable to utilize your computer for audio, remain in Webex Training for the visual features of the session and join the session by calling in directly using the dial-in information located on the training session page in Webex Training.

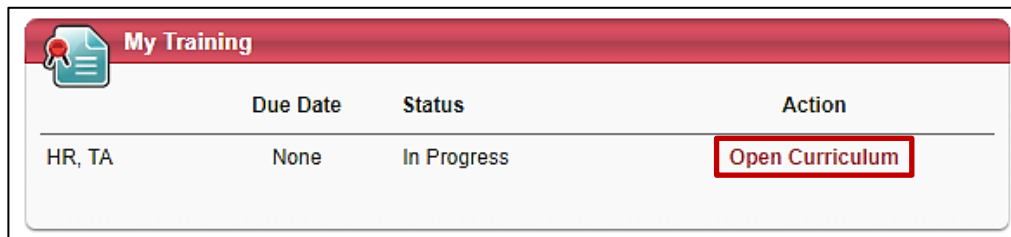


- b. You may also join the training session by selecting the Use Phone drop-down, entering your phone number, and selecting **Call Me**. Webex calls your phone number directly and connects you to the session. This will connect you to the training session audio, while keeping you in the Webex Training for the visual portion of the session.

## Withdraw from Instructor-Led Sessions

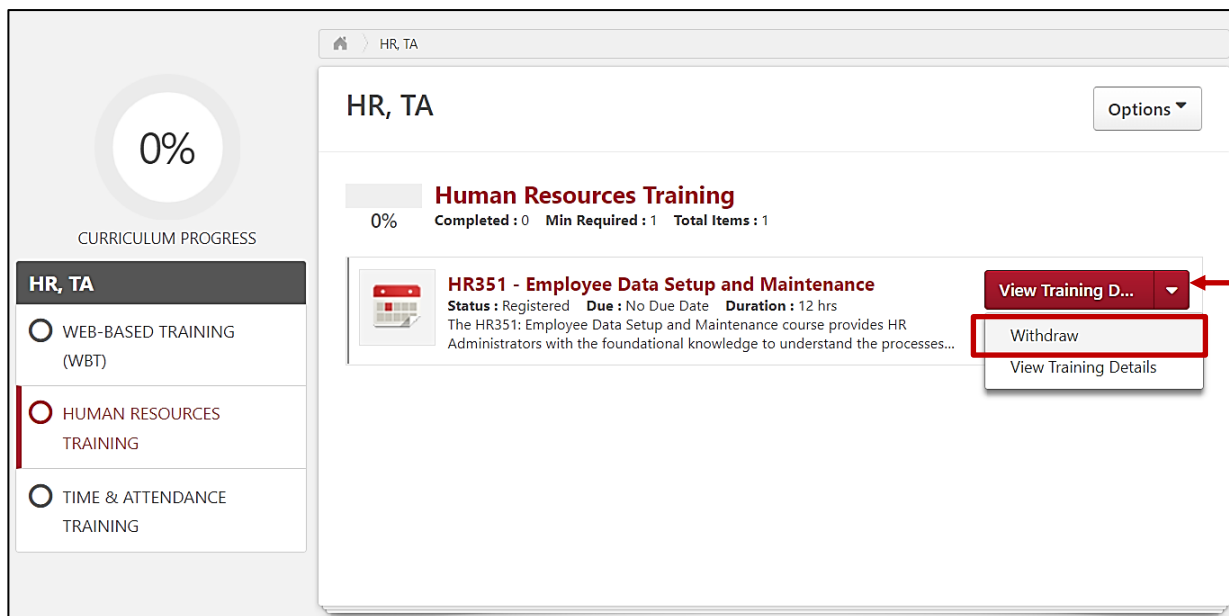
If a learner needs to withdraw from a session, you can do this via the Upcoming Sessions widget or in the curriculum overview page. Withdrawing from a session follows the same process for both Virtual (VILT) and In-Person Instructor-Led Training sessions. Course registration ends four days before a session begins. Please make every attempt to allow others the opportunity at the seat by withdrawing one week ahead.

1. Navigate to the **My Training** widget on the Cardinal Learning Welcome page and click **Open Curriculum**.



	Due Date	Status	Action
HR, TA	None	In Progress	<a href="#">Open Curriculum</a>

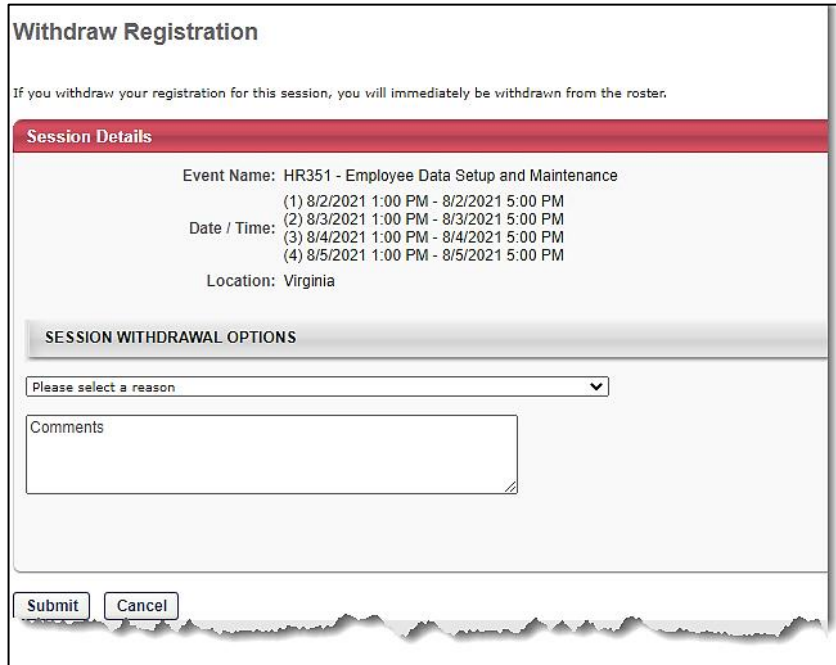
2. Select the drop-down arrow on the **Launch** button next to the training title for which you wish to withdraw.



The screenshot shows the 'HR, TA' curriculum overview page. On the left, a sidebar displays 'CURRICULUM PROGRESS' with a 0% indicator and three categories: 'WEB-BASED TRAINING (WBT)', 'HUMAN RESOURCES TRAINING' (selected), and 'TIME & ATTENDANCE TRAINING'. The main content area is titled 'HR, TA' and shows 'Human Resources Training' with a 0% completion status. Below this, a training item 'HR351 - Employee Data Setup and Maintenance' is listed. To the right of this item is a 'View Training D...' button with a dropdown arrow. A red box highlights the 'Withdraw' option in the dropdown menu, and a red arrow points to the dropdown arrow on the button.

**Accessing and Navigating Cardinal Learning**

3. The site directs you to a **Withdraw Registration** page where you are prompted to select a reason for session withdrawal.



**Withdraw Registration**

If you withdraw your registration for this session, you will immediately be withdrawn from the roster.

**Session Details**

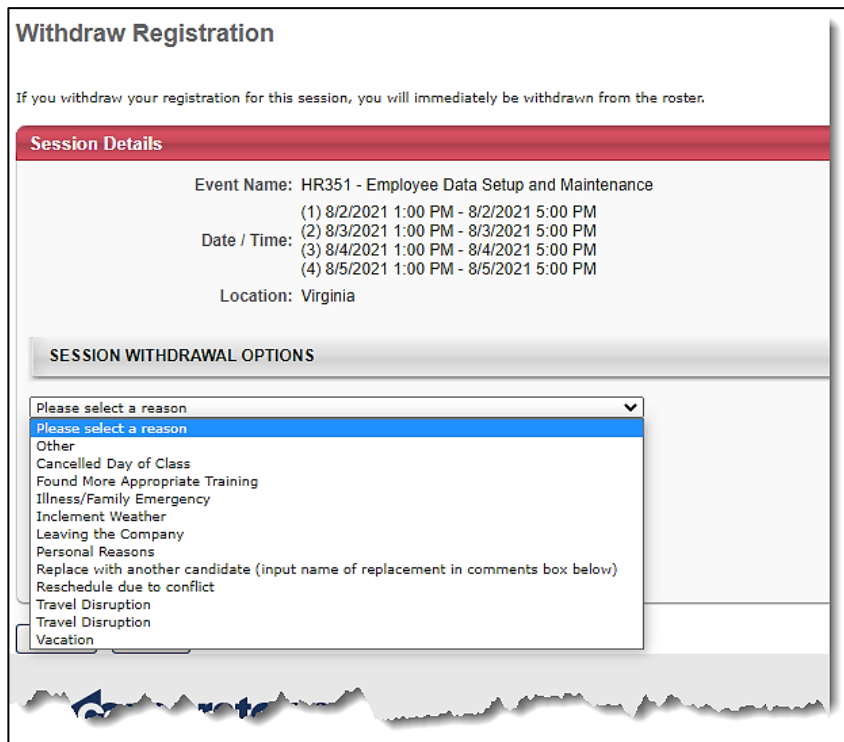
Event Name: HR351 - Employee Data Setup and Maintenance  
(1) 8/2/2021 1:00 PM - 8/2/2021 5:00 PM  
(2) 8/3/2021 1:00 PM - 8/3/2021 5:00 PM  
Date / Time: (3) 8/4/2021 1:00 PM - 8/4/2021 5:00 PM  
(4) 8/5/2021 1:00 PM - 8/5/2021 5:00 PM  
Location: Virginia

**SESSION WITHDRAWAL OPTIONS**

Please select a reason ▼

Comments

4. Select the applicable reason for withdrawing from the session.



**Withdraw Registration**

If you withdraw your registration for this session, you will immediately be withdrawn from the roster.

**Session Details**

Event Name: HR351 - Employee Data Setup and Maintenance  
(1) 8/2/2021 1:00 PM - 8/2/2021 5:00 PM  
(2) 8/3/2021 1:00 PM - 8/3/2021 5:00 PM  
Date / Time: (3) 8/4/2021 1:00 PM - 8/4/2021 5:00 PM  
(4) 8/5/2021 1:00 PM - 8/5/2021 5:00 PM  
Location: Virginia

**SESSION WITHDRAWAL OPTIONS**

Please select a reason ▼

- Please select a reason
- Other
- Cancelled Day of Class
- Found More Appropriate Training
- Illness/Family Emergency
- Inclement Weather
- Leaving the Company
- Personal Reasons
- Replace with another candidate (input name of replacement in comments box below)
- Reschedule due to conflict
- Travel Disruption
- Travel Disruption
- Vacation

5. After selecting a reason, click **Submit**. You are immediately withdrawn from the session roster.

### Withdraw Registration

If you withdraw your registration for this session, you will immediately be withdrawn from the roster.

#### Session Details

Event Name: HR351 - Employee Data Setup and Maintenance  
 (1) 8/2/2021 1:00 PM - 8/2/2021 5:00 PM  
 Date / Time: (2) 8/3/2021 1:00 PM - 8/3/2021 5:00 PM  
 (3) 8/4/2021 1:00 PM - 8/4/2021 5:00 PM  
 (4) 8/5/2021 1:00 PM - 8/5/2021 5:00 PM  
 Location: Virginia

#### SESSION WITHDRAWAL OPTIONS

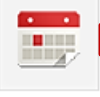
Reschedule due to conflict

Selecting a different session due to scheduling conflict

Submit

Cancel

Upon completion of withdrawal, the course status is **Withdrawn** in your curriculum overview and the session no longer populates in your **Upcoming Sessions** widget.



### HR351 - Employee Data Setup and Maintenance

Status: Withdrawn

Due: No Due Date

Duration: 16 hrs

The HR352: Cardinal Employee Data Setup and Maintenance - Benefits Only course provides HR Administrators with the foundational knowledge to...

Select Session

Note: If you need to register for a new session, you can utilize the **Select Session** button.

## How to Launch Web-Based Training

Web-Based Training (WBT) courses are assigned according to the learner's role. They are located in the Web-Based Training widget and in your assigned Curriculum. Web-Based Training courses are assigned and can only be completed in the required order.

1. Identify assigned WBT courses located in your curriculum. Navigate to the **My Training** widget and select **Open Curriculum**.

My Training			
	Due Date	Status	Action
HR, TA	None	In Progress	<a href="#">Open Curriculum</a>

2. Click the **Web-Based Training (WBT)** section in your curriculum to display assigned WBT courses. WBT Courses must be completed in sequential order. The system will not allow you to launch your next WBT until the course prior is completed.

0%

CURRICULUM PROGRESS


HR, TA

☒ WEB-BASED TRAINING (WBT)
   
☐ HUMAN RESOURCES TRAINING
   
☐ TIME & ATTENDANCE TRAINING

HR, TA


Options ▾

**Web-based Training (WBT)**
  
0% Completed : 0 Min Required : 3 Total Items : 3



**INTRO102 Overview of Cardinal Human Capital Management (HCM)**

Launch ▾

**Status :** Registered **Due :** 1/6/2022
   
 The INTRO102: Overview of Cardinal Human Capital Management (HCM) course provides a high-level introduction to functional areas and key concepts.


**NAV205 Navigation in Cardinal HCM**

**Status :** Pending Prior Training **Due :** 1/6/2022
   
 The NAV205: Navigation in Cardinal HCM course provides the foundational knowledge needed to navigate through the Cardinal HCM application...


**NAV225 Cardinal Reporting (HCM)**

**Status :** Pending Prior Training **Due :** 1/6/2022 **Training Hours :** 1 hrs
   
 The NAV225: Cardinal HCM Reporting course provides the foundational knowledge needed to generate and run Cardinal HCM Reports and Queries.

- Click **Launch** to begin your WBT course.



**Web-based Training (WBT)**  
0% Completed : 0 Min Required : 3 Total Items : 3

**INTRO102 Overview of Cardinal Human Capital Management (HCM)**  
Status : Registered Due : 1/6/2022  
The INTRO102: Overview of Cardinal Human Capital Management (HCM) course provides a high-level introduction to functional areas and key concepts.

**Launch**

- You can also **Launch** the WBT course directly from the **Web-Based Training** widget on the Cardinal Learning Welcome page. This widget will only show the WBT course that is ready to launch.



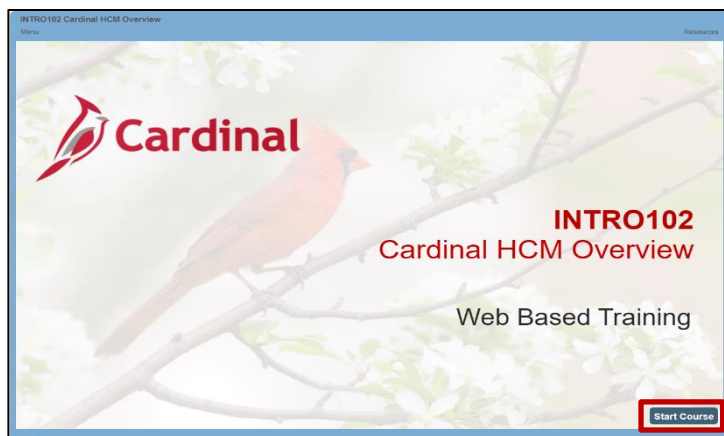
**Web-Based Training**

	Action
INTRO102 Overview of Cardinal Human Capital Management (HCM)	Launch

- Due to pop-up blockers, your browser may not allow for an automatic launch. In this case, click **here** to open the training.

If the training doesn't load, click [here](#) to open it.

- Click **Start Course** to begin your Web-Based Training course.



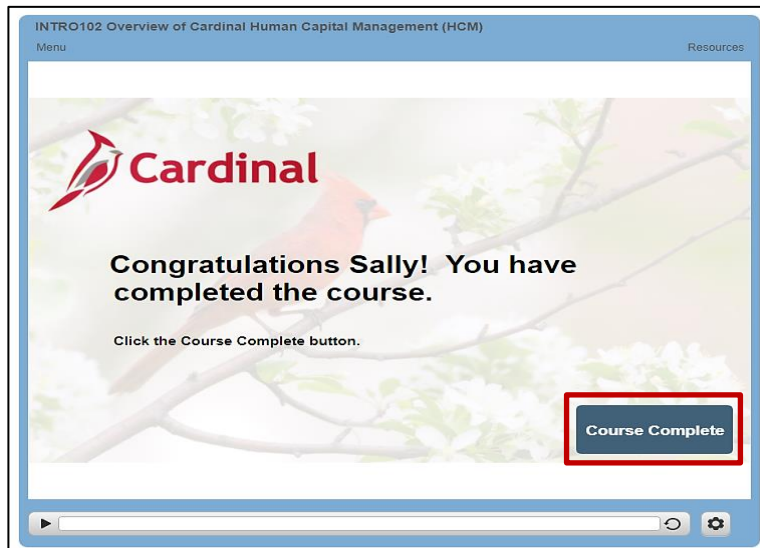
**Cardinal**

**INTRO102**  
Cardinal HCM Overview

Web Based Training

**Start Course**

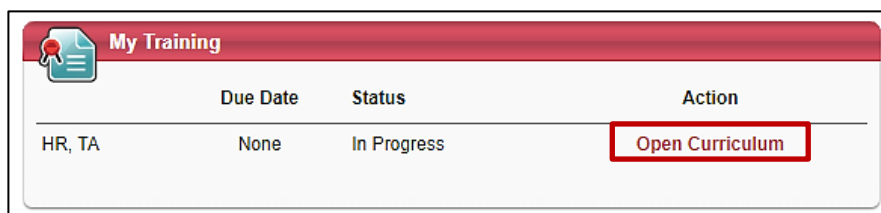
- After learning the required material, click **Course Complete**.



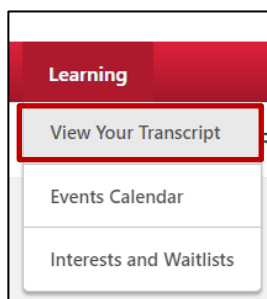
## Relaunching Web-based Training after Completion

If you would like to re-take a WBT course after you have completed the training you may do so by relaunching the WBT in Cardinal Learning and utilizing the Menu within the WBT course to navigate to the sections you wish to view again.

- Navigate to your curriculum in Cardinal Learning through the **My Training** widget on the welcome page and select **Open Curriculum**.

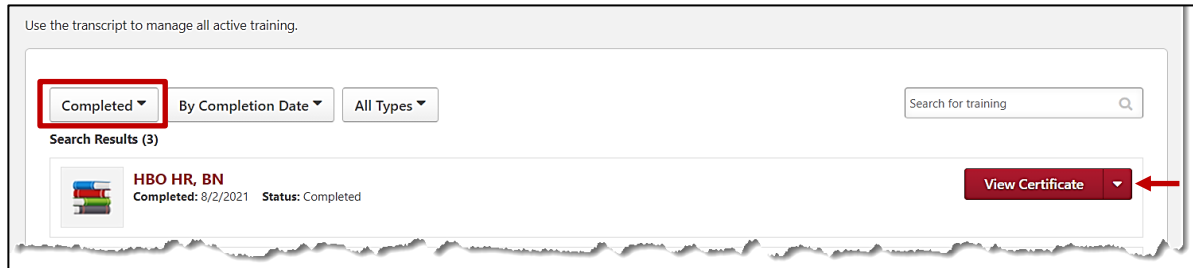


- If you have completed all assigned training in your curriculum, and it is no longer available in your **My Training** widget, you will need to navigate to your transcript. To access your completed transcript, navigate to Learning on the menu bar and select **View Your Transcript**.

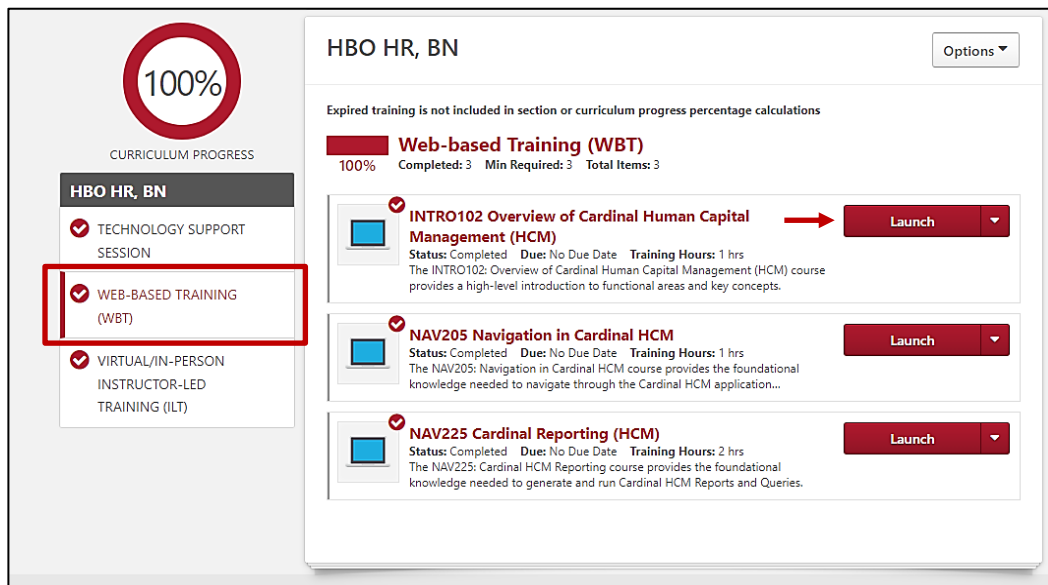


## Accessing and Navigating Cardinal Learning

3. Your transcript page will open. On the left-hand corner of your transcript, click the drop-down button and select **Completed**. This will pull up your completed transcript. From there navigate to the button that says **View Certificate**, click the drop-down, and select **Open Curriculum**.



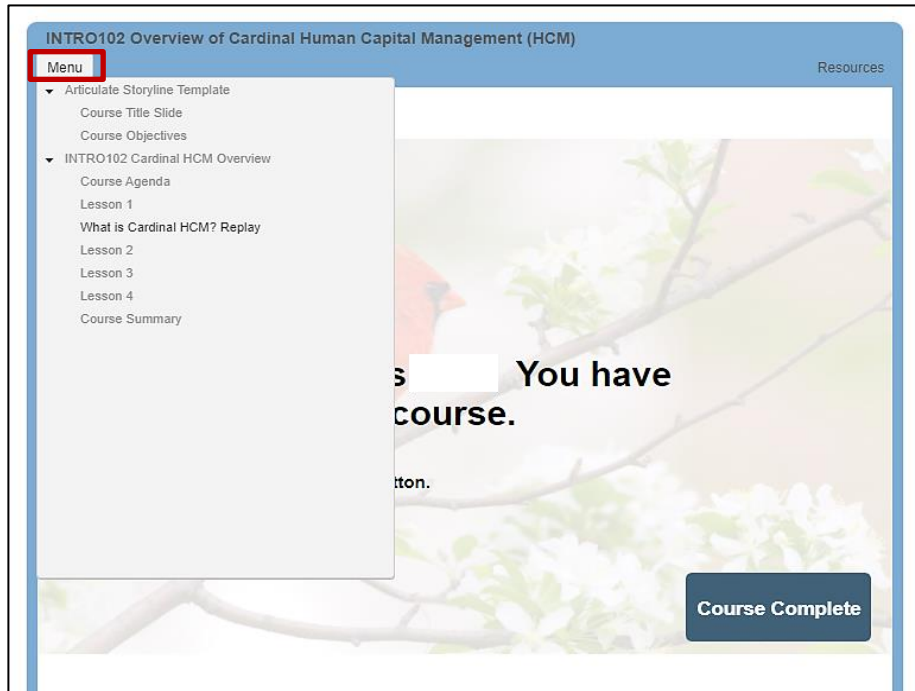
4. Once your curriculum is open, select **Web-Based Training** on the left-hand section to bring up your WBT courses. Click Launch next to the course you wish to re-take.





## Accessing and Navigating Cardinal Learning

5. Your selected WBT will open up at the Course Completed Screen. Click **Menu** on the top left-hand corner and a drop-down menu will open. From this menu you can navigate to the sections in the WBT you wish to re-take. To start the WBT from the beginning, select **Course Title Slide**.



### Accessing and Completing Course Evaluations

Course evaluations are available for select WBT courses and Instructor-Led Training sessions. Your trainer will advise at the end of an ILT session if an evaluation is available. These evaluations are accessible in your Curriculum or Completed Transcript and can be utilized to provide feedback on your experience. Evaluations are available for five days after the completion of your WBT or the last day of your training session.

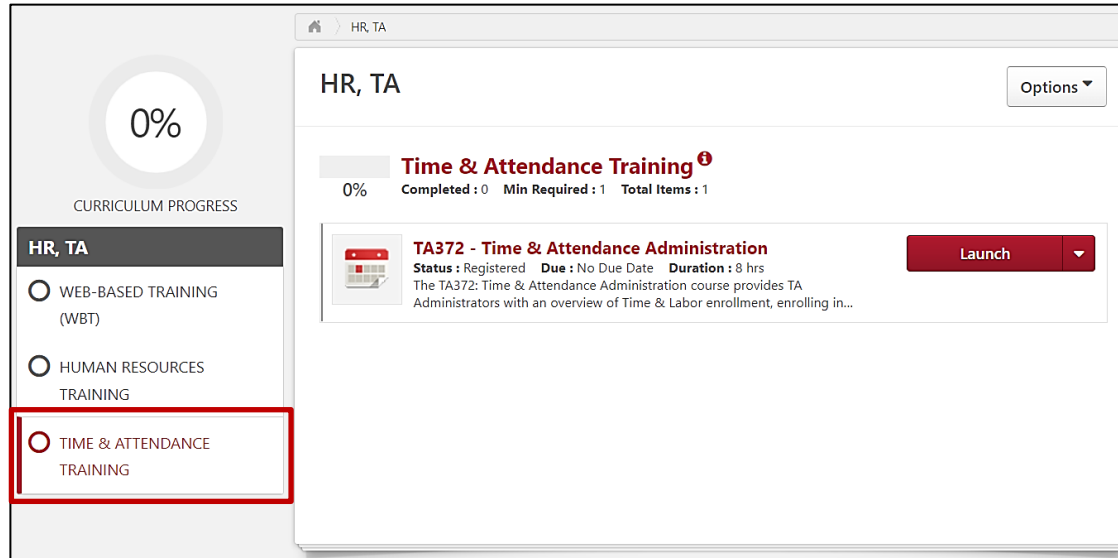
### Accessing and Completing Instructor-Led Training Evaluations in an Active Curriculum

1. Navigate to the **My Training** widget and select **Open Curriculum**.

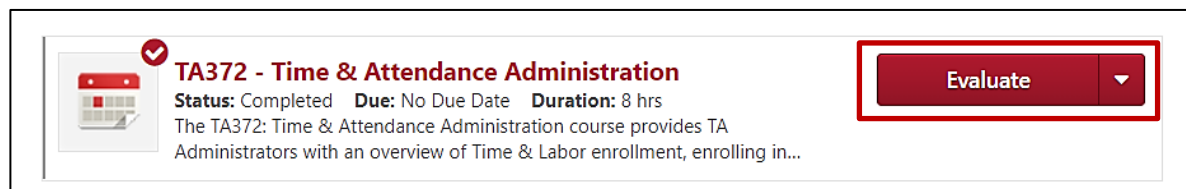
My Training			
	Due Date	Status	Action
HR, TA	None	In Progress	<b>Open Curriculum</b>

## Accessing and Navigating Cardinal Learning

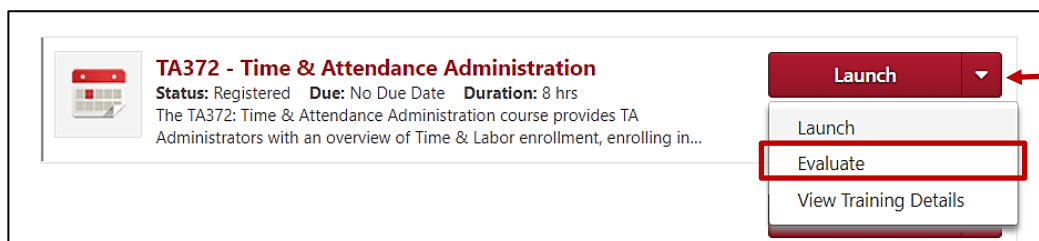
- The curriculum will open in a new page, navigate to the **Functional Area Training (ILT)** section of the course you are evaluating.




- The button next to your completed session will now say **Evaluate**. Click this button to open the evaluation.



- If the Evaluate button is not yet available, you can click the drop-down arrow on the launch button and select **Evaluate**.

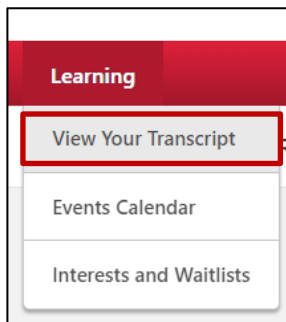


5. The evaluation will open. Complete the course evaluation questions and select **Submit Final Answers**.

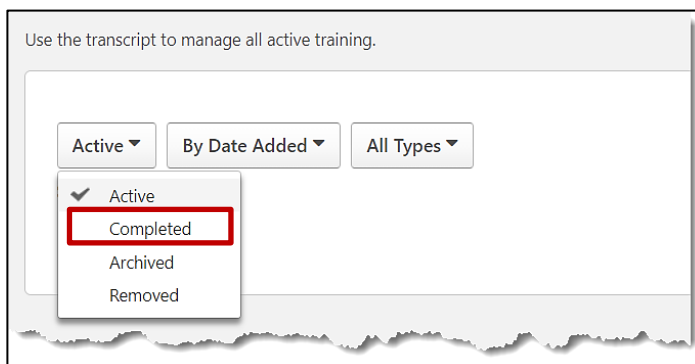


### Accessing and Completing Instructor-Led Training Evaluations in a Completed Curriculum

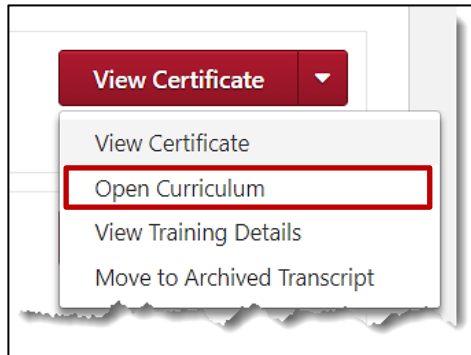
1. Navigate to **Learning** at the top left-hand corner of your menu bar and select **View Your Transcript**.



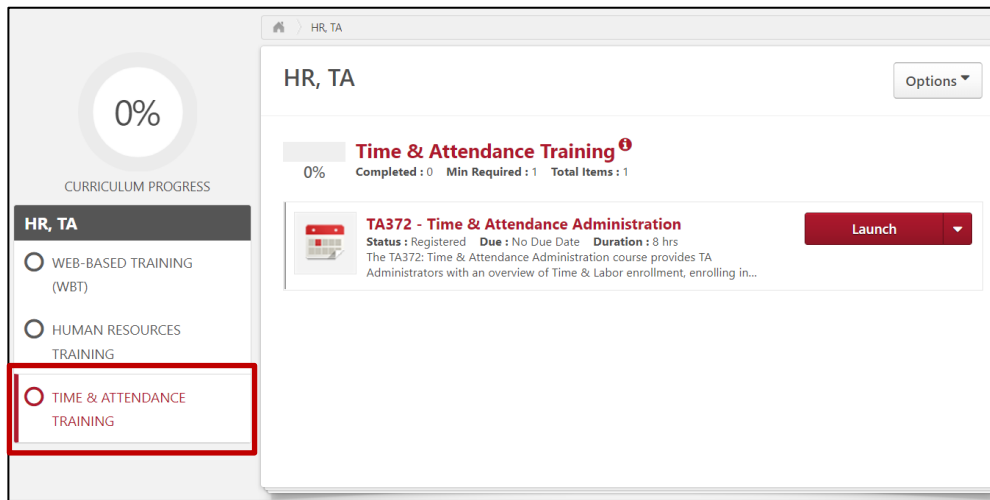
2. The transcript page will open and default to the Active view. Click the drop-down arrow on the **Active** button and select **Completed**.



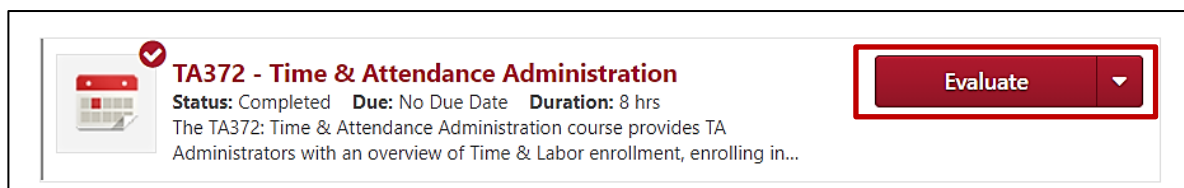
- A list of completed curriculum and courses will appear. Click the drop-down arrow on the **View Certificate** button next the curriculum that contains the course you are evaluating, select **Open Curriculum**.



- The curriculum will open in a new page. Navigate to the **Functional Area Training (ILT)** section of the course you wish to evaluate.

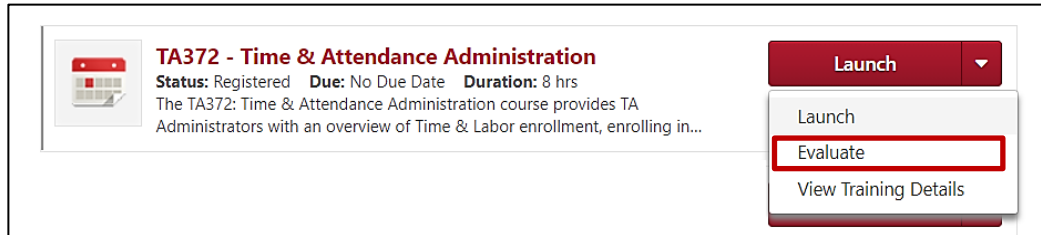


- The button next to your completed session will now say **Evaluate**. Click this button to open the evaluation.

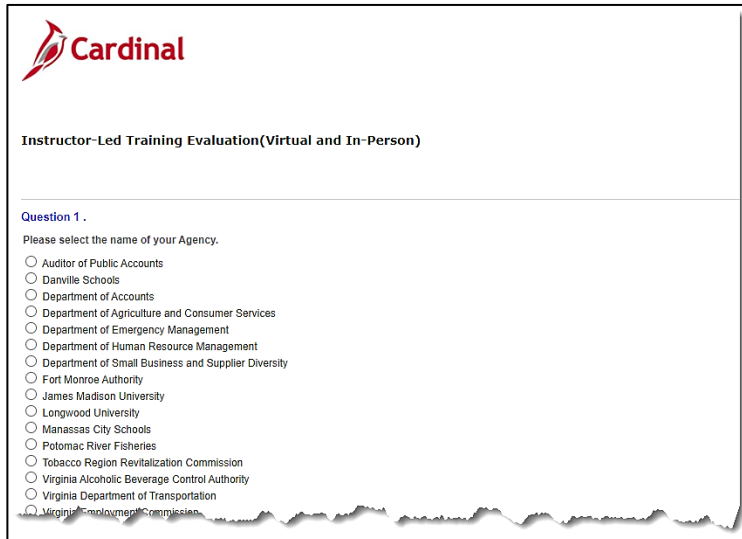


**Accessing and Navigating Cardinal Learning**

6. If the Evaluate button is not yet available, you can click the drop-down arrow on the launch button and select Evaluate.



7. The evaluation will open, complete the course evaluation questions and select **Submit Final Answers**.



**Cardinal**

**Instructor-Led Training Evaluation(Virtual and In-Person)**

**Question 1 .**

Please select the name of your Agency.

- ☐ Auditor of Public Accounts
- ☐ Danville Schools
- ☐ Department of Accounts
- ☐ Department of Agriculture and Consumer Services
- ☐ Department of Emergency Management
- ☐ Department of Human Resource Management
- ☐ Department of Small Business and Supplier Diversity
- ☐ Fort Monroe Authority
- ☐ James Madison University
- ☐ Longwood University
- ☐ Manassas City Schools
- ☐ Potomac River Fisheries
- ☐ Tobacco Region Revitalization Commission
- ☐ Virginia Alcoholic Beverage Control Authority
- ☐ Virginia Department of Transportation
- ☐ Virginia Employment Commission

## Waitlist for an Instructor-Led Session

If a session is full, you have the option to add yourself to the waitlist. Waitlisted users are automatically placed into the session if a spot becomes available. For instructions on registering, please refer to the [Register in Instructor-Led Training](#) portion of this job aid.

1. If, while registering for an Instructor-Led Training session, your preferred session date has **No/Zero Seats Available**, you have the ability to waitlist.

**TA372 - Time & Attendance Administration**  
 Event | Webex | 8 Hours 0 Minutes  
 The TA372: Time & Attendance Administration course provides TA Administrators with an overview of Time & Labor enrollment, enrolling in compensatory plans, management of time and absence data, exception identification and resolution, and time approval tracking. NOTE: THIS IS A VIRTUAL INSTRUCTOR-LED SESSION.

Details
 

Event Number: TA372  
 Objectives: Understand the overall Time & Attendance process  
 Understand the Time & Labor (TL) Auto enrollment process  
 Understand time reporter data, comp plan enrollment, and work schedules  
 Identify and correct Timesheet exceptions  
 Monitor approvals and adjust Paid Time  
 Subject(s): Timekeeper Processing (Virtual)  
 Training Alan Roberts [alan.roberts@doa.virginia.gov](mailto:alan.roberts@doa.virginia.gov)  
 Contact:  
 Available  
 Languages: English (US)

Available **All**

Select the session link to view the details.

Sessions	Locator Number	Seats Available	Waitlist	Options
<b>TA372 VILT (Offering 1)</b> 7/26/2021 (Monday) 7/27/2021 (Tuesday) 8:00 AM EDT 12:00 PM EDT Duration: 08:00 Location: Virginia , United States Language(s): English (US)	305	0	0	<a href="#">Request</a>
<b>TA372 VILT (SPO)</b> 7/28/2021 (Wednesday) 7/29/2021 (Thursday) 8:00 AM EDT 12:00 PM EDT Duration: 08:00 Location: Virginia , United States Language(s): English (US)	306	8	0	<a href="#">Request</a>
<b>TA372 VILT (SPO)</b> 7/28/2021 (Wednesday) 7/29/2021 (Thursday) 8:00 AM EDT 12:00 PM EDT Duration: 08:00 Location: Virginia , United States Language(s): English (US)	307	0	0	<a href="#">Request</a>

- Click **Request** next to the training course for which you wish to waitlist.

Available

All

Select the session link to view the details.

(10 Results)

Sessions	Locator Number	Seats Available	Waitlist	Options
<b>TA372 VILT (Offering 1)</b> 7/26/2021 (Monday) 7/27/2021 (Tuesday) 8:00 AM EDT 12:00 PM EDT Duration: 08:00 Location: Virginia , United States Language(s): English (US)	305	0	0	<b>Request</b>

- Directly below the session details, you will be prompted with a message indicating the class is currently full. It will ask that you confirm your request to be waitlisted. Select **Yes** after “Do you want to Continue?”

Available

All

Select the session link to view the details.

(10 Results)

Sessions	Locator Number	Seats Available	Waitlist	Options
<b>TA372 VILT (Offering 1)</b> 7/26/2021 (Monday) 7/27/2021 (Tuesday) 8:00 AM EDT 12:00 PM EDT Duration: 08:00 Location: Virginia , United States Language(s): English (US)	305	0	0	<b>Request</b>

■ This class is currently full. If you proceed with your request, you will be put into a waitlist for this class.

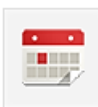
Do you want to continue?
 

Yes

No

<b>TA372 VILT (SPO)</b> 7/28/2021 (Wednesday) 7/29/2021 (Thursday) 8:00 AM EDT 12:00 PM EDT	306	8	0	<b>Request</b>
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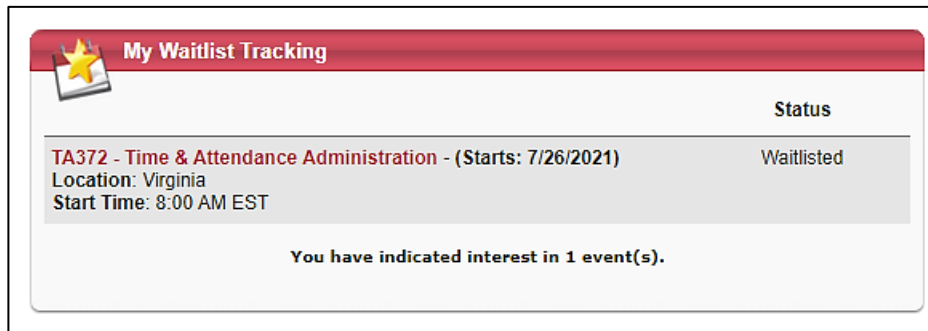
- After confirming your request to waitlist, your course status will now state **Waitlisted**.



**TA372 - Time & Attendance Administration**  
**Status: Waitlisted** Due: No Due Date Duration: 8 hrs  
 The TA372: Time & Attendance Administration course provides TA Administrators with an overview of Time & Labor enrollment, enrolling in...

View Training D...

5. The waitlisted session will now appear in your **My Waitlist Tracking** widget.



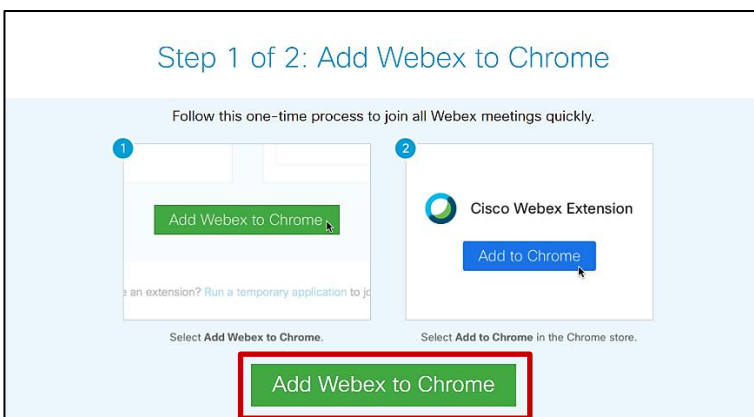
You will receive an email stating that you have been waitlisted for a session, but have not been registered for the session. You are notified via email if you have been moved off the waitlist and registered for the selected session, or if the registration has closed.

## Downloading Webex Application

Cardinal Learning utilizes Webex Training for Virtual Instructor-led Training (VILT). If you do not have Webex or the Webex extension downloaded on your computer, please follow the steps below. Please use the Chrome browser if possible. While most browsers will work with Webex, Chrome has been found the most reliable when using Webex. Internet Explorer is not supported.

### Downloading Webex Extension to Google Chrome

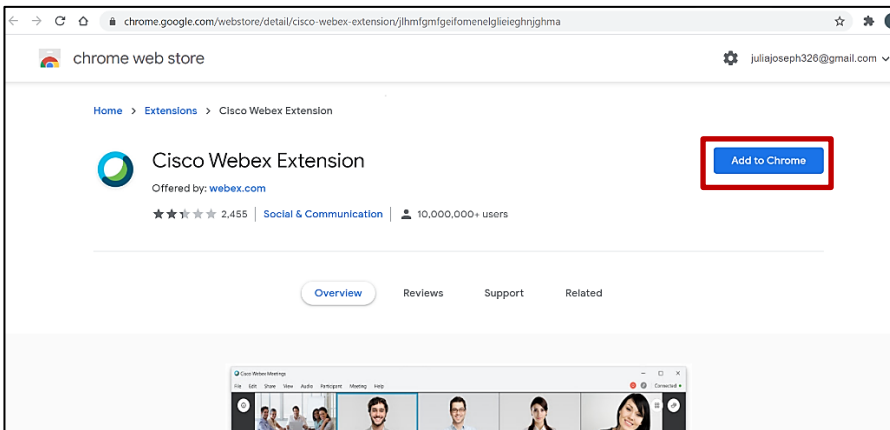
1. Click **Add Webex to Chrome** to begin the download.



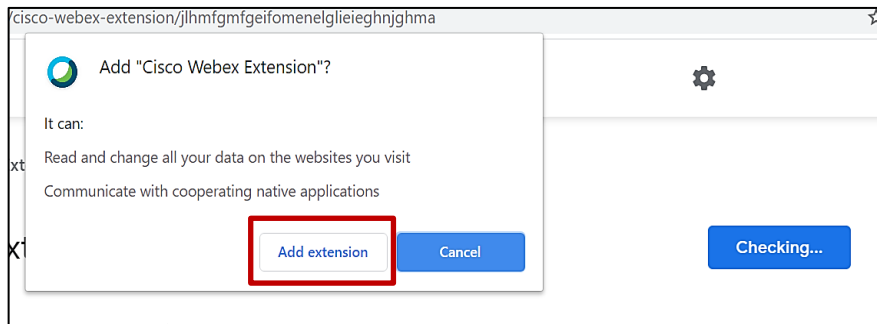


**Accessing and Navigating Cardinal Learning**

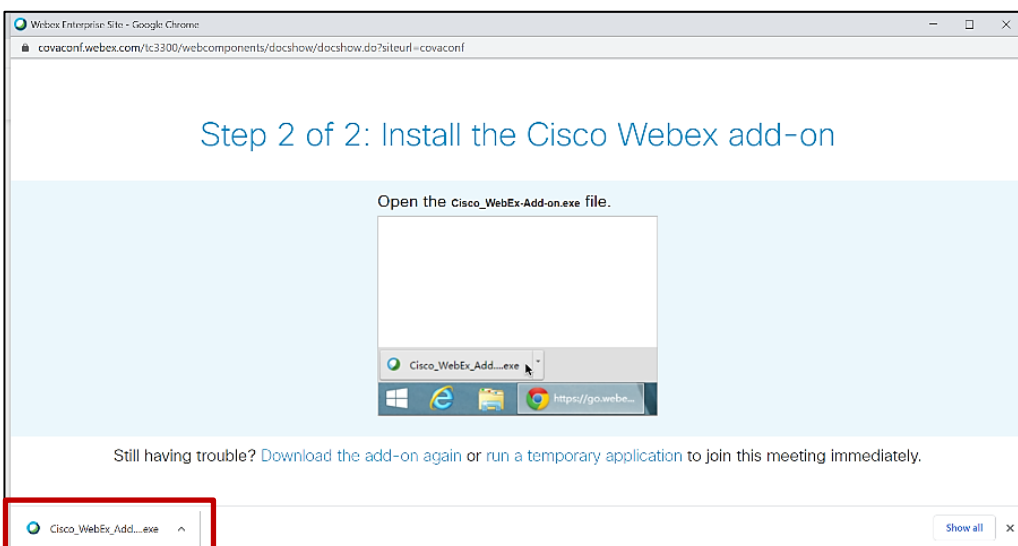
2. Google Chrome automatically directs you to the chrome web store. Select **Add to Chrome**.



3. Select **Add Extension** to add the Cisco Webex Extension to your Chrome browser.

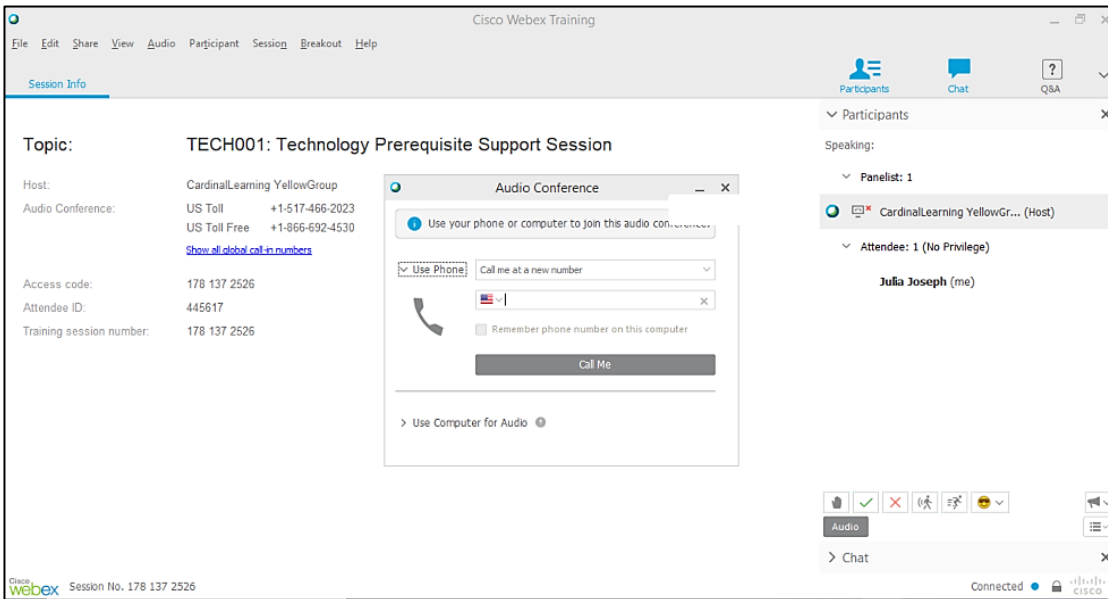


4. The extension file downloads. Once the download has completed, click the .exe file titled **Cisco Webex Add-On** in the bottom left-hand corner of your screen.



**Accessing and Navigating Cardinal Learning**

5. Once the installation has completed, you are automatically brought to the Webex session.



The screenshot displays the Cisco Webex Training application window. The main content area shows session details for "TECH001: Technology Prerequisite Support Session". The host is "CardinalLearning YellowGroup". Audio conference options are listed: US Toll (+1-517-466-2023) and US Toll Free (+1-866-692-4530). A link to "Show all global call-in numbers" is provided. The access code is 178 137 2526, and the attendee ID is 445617. The training session number is also 178 137 2526. An "Audio Conference" dialog box is open, prompting the user to "Use your phone or computer to join this audio conference". It offers options to "Use Phone" (with a "Call Me" button) or "Use Computer for Audio". The right sidebar shows the "Participants" list, including the host "CardinalLearning YellowGr... (Host)" and one attendee, "Julia Joseph (me)". The bottom status bar indicates the session number and a "Connected" status.